**Module 4:**

Subject Matter Expert Accreditation

# The Module

* This module is to be completed in conjunction with Module 1.
* You must complete this module for each area of expertise you train in.
* Please see the current [list of expert topics](https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/helping-others-to-learn/trainer-qualification/module-4-subject-matter-expert/).
* If you are completing this module in conjunction with another module, the requirements of this module must be separately evidenced using the required method.

# Requirements table

You should complete all the tasks listed in the table below. Trainers should discuss each task and the evidence required with their Tutor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| 1 | Give details of your area of expertise and where relevant:   * qualifications * professional memberships * significant experience in expert area.   Note: You must have current knowledge that, where necessary, complies with the rules and regulations of your specialism’s governing body. You should have used your specialism within the last three years. | Knowledge Checklist |  |  |  |
| 2 | Have a good knowledge of Girlguiding resources relevant to the area of expertise. | Knowledge Checklist |  |  |  |
| 3 | Demonstrate that you have good knowledge of how to deliver appropriate training in your area of expertise. | Knowledge Checklist |  |  |  |
| 4 | Ensure that the appropriate certification where required, is available to the participants, either from Girlguiding or an awarding body. Be prepared to explain to participants how they could extend their knowledge and skills further in this field. | Observation of Training Session form (Tutor) |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| 5 | Show your ongoing development as a Trainer in your subject matter through your regularly reviewed and updated Personal Development Plan. | Personal Development Plan |  |  |  |

# Guidance for Prospective Trainers in a specific subject (Subject Matter Expert)

*Read the full pack before starting and discuss the requirements with your Tutor.*

## How should I go about completing the module?

When starting Module 4, you should already have your specialist expertise – it should not be gained while completing the Trainer Qualification.

This qualification is designed to be practical and much of the evidence is achieved ‘on the job’. Do not try to complete the qualification task by task.

If running your first training seems a little daunting, consider co-training with your Tutor to build your confidence and learn new skills.

## How long should it take?

There is no set time period, you can work through the module at your own pace.

## How will I work with my Tutor?

You will be in contact with your Tutor on a regular basis, at times that suit both of you. You may wish to meet up in person. However, sometimes it might be more convenient to talk online, email, phone or text.

## How will my prior learning be accredited?

You will work with your Tutor to establish a starting point. This involves looking at any training experience you have or qualifications you have already achieved, either within or outside guiding.

Read through the requirements and Knowledge Checklist. Does it match any experience of training or working with adults outside of a guiding context?

Talk to your Tutor about any prior experience or learning, even if it doesn’t seem immediately relevant.

## How do I use my Personal Development Plan?

This will map your steps to complete the Trainer Qualification. You will need to update your Personal Development Plan after every session to help you stay on track and at least every six months, with the help of your Tutor. Ensure you make a time for this well in advance.

It’s a good idea to break down the tasks on the Personal Development Plan to make it more manageable.

It will help your Tutor and reviewer if you can identify an appropriate person who will be able to assess your knowledge.

Think about how your subject links to girl and adult members, the Five Essentials,

and the [Educational Framework](http://www.girlguiding.org.uk/PDF/Educational_Framework_Final.pdf).

# Submission list

**You will need to submit the following documents to your Tutor, who will submit them to a Reviewer for confirmation of completion.**

## Module 4: Knowledge Checklist

* You should attach any certification or external verification from relevant awarding bodies in your area of expertise, or references from individuals.

## Observation of Training Session form (Tutor)

* Your Tutor will complete a copy of this form for each session observed for Module 4: Subject Matter Expert and discuss their observations with you.
* Attach your final training plan for each session observed by your Tutor. (This may include one ready-prepared plan but you must include a statement to say how it met the requirements of the training brief and the needs of the participants.)
* Your Tutor will check that the appropriate certification, where required, is available to the participants, either from Girlguiding or an awarding body.

## Module 4: Record of Completion

***Copy of your Personal Development Plan***

* Your Personal Development Plan should show that it has been reviewed after every training delivered.
* A statement of your recognised prior learning or experience should also be attached.

## Module 4: Knowledge Checklist

You would normally discuss each item on a Knowledge Checklist with your Tutor. There are some exceptions to this:

* when an item is discussed with your Support Group
* when an item is discussed with an expert, either in your subject matter, or in a particular training field.

In these cases, your Tutor will sign to agree that the knowledge has been checked by a suitable person. All items on the Knowledge Checklist must be dated within the previous 12 months.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Knowledge item** | **Yes/No** | **Date** | **Tutor signature** |  |
| 1 | Demonstrate a good knowledge of your subject matter. |  |  |  |  |
| 2 | Demonstrate a good knowledge of Girlguiding resources relevant to the area of expertise. |  |  |  |  |
| 3 | Demonstrate that you have good knowledge of how to deliver appropriate training in your area of expertise. |  |  |  |  |



## c) Record of Completion of Module 4: Trainer in specific subject (Subject Matter Expert)

I, ……………………………………………………………… (Prospective Trainer in a specific subject)

* accept the responsibilities of a Girlguiding Trainer in a specific subject (Subject Matter Expert) and will ensure that a participant-centered method is the basis of training sessions I deliver
* will undertake the renewal process for this module every three years or cease to train in this area for Girlguiding.

Signature……………………………………………………………………. Date …………………………

I, ………………………………………………………………………… (Tutor)

* confirm that the Prospective Trainer in a specific subject (Subject Matter Expert) has met the required standard of training in Girlguiding in their area of expertise, across the following areas:
  + a range of group sizes
  + a range of participant experience
  + a range of session durations
* confirm that the Prospective Trainer in specific a subject (Subject Matter Expert) has the required knowledge to successfully deliver training to all Leaders and Young Leaders in Girlguiding
* recommend that the Prospective Trainer in a specific subject (Subject Matter Expert) is awarded Module 4: Trainer in a specific subject (Subject Matter Expert)

Signature ……………………………………………………………………. Date …………………………

Country/Region/Branch ……………………………………………………………

Signature (Reviewer) …………………………………………………………………… Date …………………………